



City of Cathedral City *Employment Opportunity*

POLICE OFFICER – LATERAL POLICE OFFICER-ACADEMY GRADUATE

SALARY RANGE: **\$4412.9507 - \$5363.97 / mo. with longevity steps to \$5635.52 mo.**

Benefits: City-paid PERS contributions 2% @ 50, health, dental, and vision coverage; \$120 uniform allowance; additional pay differentials for POST Basic certificates, motorcycle duty, detective duty, K-9 duty, and fitness program.

POLICE DEPARTMENT:

The Cathedral City Police Department is committed to providing progressive and professional police services dedicated to ensuring public order, a sense of community well being and responsiveness with integrity and excellence.

TYPICAL DUTIES:

Patrols assigned areas, responds to suspicious activities and answers emergency calls for service; enforces laws and ordinances; issues verbal warnings and citations; pursues and apprehends suspects and requests assistance as required; conducts criminal investigations; ; coordinates crime scene control and investigation, interviews and interrogations, identification of witnesses; provide information, advice and assistance to the public; maintains order at public gatherings; prepares and documents cases, completes reports and records, and prepares and maintains other logs and records; participates in special details and assignments including detectives, narcotics, undercover details, K-9 and motorcycle traffic patrol; provide emergency aid and assistance to incapacitated persons, testify in court, works a variety of shifts and assignments.

QUALIFICATIONS:

Possession of a California POST Basic certificate and experience as a sworn officer

Or

Graduation from a POST-certified Basic Academy within the last 3 years

California class C driver's license

Minimum age 21 years at time of appointment

College-level classes in police science, administration of justice, or a related field are desired

Good physical fitness and mental health as required by POST standards

APPLICATION AND SELECTION PROCEDURE

You must file an official City application and Police Officer Supplemental Application. All application materials must be received in the Human Resources Department before your application will be considered. Selection process will include: application screening in relation to position criteria, written test, oral board interview, and a final interview with the Chief of Police. Candidates must be successful on each part of the testing process in order to be placed on the Police Officer Eligibility list.

FINAL FILING DATE: CONTINUOUS

Applicants will be tested on an as-needed basis from applications on file.

You may request an application by visiting our web page at www.cathedralcity.gov, by calling our job hotline at (760) 770-0365, or in person at City Hall 1st Floor Reception, Cathedral City located at 68-700 Avenida Lalo Guerrero in Cathedral City between 7:00 AM to 5:30 PM, Monday through Thursday.

Selected candidates must pass a pre-employment physical, stress test, drug screen, psychological evaluation (written/oral), and an extensive background investigation.

For Commission on Peace Officer Standards and Training information, visit <http://www.post.ca.gov/selection/> . Complete information is available on the tests and procedures required to become a Police Officer.

CITY OF CATHEDRAL CITY
CATHEDRAL CITY POLICE OFFICER ASSOCIATION (CCPOA)

THE CITY OF CATHEDRAL CITY:

The City of Cathedral City is a business and resort community located 110 miles east of Los Angeles and 115 miles northeast of San Diego. Incorporated in 1981, the city has a permanent population of over 53,281 as of 07/05 and is one of the fastest growing areas in the country. An ideal climate of 350 sunny days per year, clear air, scenic beauty, and unlimited leisure activities attract an additional 6000 residents during the winter months. Cathedral City offers affordable housing, and a wide array of shopping and retail centers. Cultural, social and athletic events occur year-round while College of the Desert and California State University at San Bernardino (Valley campus) offers excellent educational opportunities. Approximately 200 City employees provide a full range of municipal services including police, fire, parks and leisure, planning and redevelopment, public works, and tree and street maintenance. For more information, visit our website @ www.cathedralcity.gov.

EQUAL OPPORTUNITY EMPLOYER:

The City of Cathedral City is an equal opportunity employer. It is the policy of the City to promote equal employment opportunity for applicants and employees without regard to race, color, ethnic or national origin, religious creed, ancestry, age, sex, marital status, physical or mental disability, medical condition, pregnancy, child birth or related medical condition, sexual orientation, domestic partnership status, or religious opinion or affiliation, military veteran status and/or any other legally protected status.

APPLICATION MATERIALS:

All application materials must be received in the Human Resources Division by the closing date and time indicated in the job bulletin. Fill out all parts of the application materials completely and accurately.

- If you have been convicted of any law violation (other than a minor traffic violation), be certain to provide complete details on a Conviction Review Form, you can request a form from Human Resources or download one from the website.
- Unsigned applications will be rejected.
- Resumes may be attached but are not accepted in lieu of an official City employment application.
- Faxes, e-mails or postmarks are not accepted.

An eligibility list containing the names of the most qualified applicants will be compiled based on the results of the selection process. The list will normally be in effect for six months unless extended or previously exhausted.

REASONABLE ACCOMMODATION: Applicants with legal disabilities who require special testing arrangements must contact the Human Resources Office at the time of application. The City of Cathedral City reserves the right to request verification of disability.

MEDICAL EXAMINATION: All new City employees must successfully complete a medical examination, psychological examination and drug test by a City approved physician and laboratory prior to employment.

PROBATION PERIOD: The first eighteen (18) months after a sworn police employee has been appointed shall be his/her probationary period.

NON-SMOKING POLICY: The City prohibits smoking in all City buildings.

EMPLOYEE BENEFITS: The City provides an outstanding benefits plan that includes:

- Additional compensations - Assignment Differential – Field Training Officers, Investigators, K-9, Motorcycles, I-Post, A-Post, Court Appearance Time, Fitness Program.
- Benefits – Dental, Vision, Disability Insurance, Life Insurance as well as AD&D.
- Bilingual pay – 2.5%
- Deferred Compensation (ICMA / Nationwide) - City match up to \$46.16 per pay period (26 pay periods)
- Domestic Partner Coverage available
- Health Insurance – Choose from Preferred Provider Organization (PPO) or Health Maintenance Organization (HMO). City pays full premium for employee only, for dependent(s) coverage the city shall bear the cost so long as the employee does not select the most expensive coverage.
- Holidays - 12 paid Holidays, the city shall pay the yearly allotment of holidays as additional pay each pay period.
- PERS retirement fully paid by the City 2%@50. City pays employer + employee contribution. Effective 07/01/08, the PERS contract will be amended to provide 3%@55. The employee shall pay 2% of the member contributions.
- Physical Fitness - Wellness Benefit 4% salary differential. .
- Salary Increases - 3.5% July 1, 2006; 3.5% February 1, 2007; 3.0% January 1, 2008; 2.0% July 1, 2008; 3.5% March 1, 2009; 3.5% January 1, 2010; 3.0% May 1, 2010
- Sick Leave – 3.69 hours per pay period (26 pay periods) one day of sick leave equals twelve (12) hours.
- Social Security – The City does not participate in the Social Security system; therefore, there is no FICA deduction.
- Vacation Accrual - Less than 2 yrs. 96 hrs. yr.; 2 – 5 yrs. 120 hrs. yr.; 6 – 9 yrs. 144 hrs. yr.; 10 yrs. + 168 hrs. yr.

This benefit plan is currently in effect and is subject to change. Benefits may vary depending on bargaining unit or employee status. All statements made on applications are subject to investigation and verification. False statements will be cause for disqualification, removal from the eligibility list, or discharge from employment. The provisions of this bulletin do not constitute an implied contract. Any offer of employment is contingent upon the applicant being authorized to work in this country and providing documents to verify this fact.

**CITY OF CATHEDRAL CITY
HUMAN RESOURCES DIVISION**

POLICE OFFICER SUPPLEMENTAL APPLICATION

This supplemental application is part of the selection process. It must be completed fully and accurately.

NAME	SS#
ADDRESS	HOME TELEPHONE
CITY/STATE/ZIP CODE	WORK/ MESSAGE TELEPHONE

Are you at least 21 years of age? Yes __ No __

Are you citizen or permanent resident of the U.S.? Yes __ No __

Are you a High School graduate or do have a GED? Yes __ No __

POST Certification

Do you have a POST Basic certificate? (Attach) Yes __ No __

Do you have a POST Academy certificate/diploma? (Attach) Yes __ No __

Conviction Record

Have you ever pleaded guilty, been convicted, fined, imprisoned, placed on probation or been given a suspended sentence by a civilian or military court? Yes __ No __

If Yes, list below:

Charge: _____ Code Violated: _____ Date: _____

Convicted of: _____ Code Violated: _____ Date: _____

Location: _____ Check one: Felony __ Misdemeanor __ Infraction __

Disposition: (please check):
____ Incarcerated From _____ To _____
____ Probation From _____ To _____
____ Amount _____

Please attach documents verifying charge and satisfactory completion of all court-mandated requirements.

Driving Record

Do you have a valid California class "C" Driver's license? ☐ Yes ☐ No

LICENSE NUMBER	EXPIRATION DATE	STATE
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Violations/Accidents in the past three years:

DATE(S)

VEHICLE CODE

INCIDENT

Certification

I have read the requirements for Police Officer at the City of Cathedral City. I fully understand these requirements and hereby certify that I meet the requirements for the level that I am applying for as checked below:

☐ Police Officer – Lateral

☐ Police Officer – Academy Graduate

I hereby certify that all information on this supplemental application is true and correct to the best of my knowledge.

Signature _____ Date _____